SEN Support
Person Centred
Plan in place
(Non Statutory)
(Lead)
Practitioner to
support “One
Page Profiles”

Multi Agency Team
Supporting the Child
discusses request for
statutory assessment

Request for
Statutory Assessment
completed and
submitted to SEN Service

SEN Service notify family
and advise of right to
express views

SEN Service to
co-ordinate
information from
all involved,
including
parents and
young person
Must be
outcome
focused

SEN service to
produce draft plan
for discussion
with family at
the meeting
(arranged 8 weeks
in advance)

SEN Service to make any
amendments and identify
indicative resource
allocation

SEN Panel
decision whether
to issue or amend
an EHC Plan

SEN Service
notify family and
advise of right to
express views

SEN Service to
consult with
Parental preference
and other suitable
providers
– 15 calendar
days to respond

Objections
referred to Panel

SEN Service to
produce draft plan
& share with family
at the meeting
(arranged 8 weeks
in advance)

SEN Service
amend as
necessary and
issue draft
EHC Plan
– Parents
have 15 calendar days to
request revisions and
express a preference

Final Statutory
EHC Plan
issued by LA

Disagreement Resolution
Available

Right of appeal to SENDIST,
however contact must be
made with Mediation to
receive a certificate to
proceed to SENDIST appeal
(unless section I only)

Annual Review reminder list
sent to settings, CCG, and social care
at least 2 weeks before the start of each term

Diamond = Key Decision Made